



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
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POLICY LETTER 2-22

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: PROCEDURAL GUIDANCE ON OPERATIONS INVOLVING AMMUNITION AND EXPLOSIVES

Ref: (a) MCO 5530.14
(b) MCO 8020.10
(c) ASO 8020.1

Encl: (1) Map of Ordnance Area Safe-Haven

1. Purpose. The Logistics Services Directorate, Ordnance Department's role is to support Class V(A) and Class V(W) Ammunition and Explosive Operations for II Marine Expeditionary Force (MEF)/2d Marine Aircraft Wing (2d MAW) missions, as directed. Refer to this policy for information relative to receiving, storing, managing, issuing, shipping, transporting, disposing, salvaging, and safety of explosives aboard Marine Corps Air Station Cherry Point (MCAS CHERPT) and outlying airfields.

2. Background. The Ordnance Department performs several functions necessary to support local and visiting units for Class V munitions across the Department of Defense (DoD). On occasion, MCAS CHERPT supports overseas air/ground contingency operational requirements with munitions; and is used as a staging point for larger operations as directed by higher authority.

3. Information

a. Commander's Intent and Concept of Operations. Competent coordination and management of Class V (A) and (W) Ammunition and Explosive (A&E) procedures are critical to the successful accomplishment of warfighter sustainment and military operations world-wide.

(1) Commander's Intent. To provide comprehensive procedures for the effective management of A&E material operations aboard MCAS CHERPT.

(2) Concept of Operations. The Logistics Services Directorate, Ordnance Department is responsible for the overall coordination and daily operations of A&E material to support 2d MAW and other units aboard the installation as directed by the Commandant of the Marine Corps (CMC), in coordination with the Chief of Naval Operations (CNO).

b. Coordinating Instructions. Activities that handle and store high explosive material must have a working relationship established with the Base Safety and Standardization Directorate, Security and Emergency Services Directorate (SES), and Logistics Directorate in order to safely execute their assigned missions and maintain security of Class V A&E.

4. Action

a. Safety and Standardization Directorate

(1) The Installation Explosive Safety Officer (ESO) is ultimately responsible for scheduling all explosive safety briefs prior to the start of any operation involving A&E aboard this installation. Temporary units operating aboard the installation must schedule an explosives safety brief prior to the start of any ordnance handling. MCAS CHERPT tenant units shall coordinate initial and annual training with the ESO as necessary. It is the responsibility of the Ordnance Officer and/or Ordnance Chief from each unit to coordinate additional training requirements with the ESO.

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b. Security and Emergency Services Directorate

(1) Commanding Officers (CO) are responsible for the physical security of A&E material within their respective commands. The Provost Marshal is the designated security representative for the CO and as such is responsible for ensuring the planning, implementation, enforcement, and supervision of command A&E material security. The Provost Marshals Office (PMO) is responsible for the following:

(a) Monitoring Facilities for Access Control for installed Intrusion Detection Systems (IDS). When IDS is inoperable, contact SPAWAR Representative via the Physical Security Section.

(b) Security of all areas where A&E material is stored (magazine areas or open-sites), perimeter fence, clear zones, and after hour security checks in accordance with reference (a).

(c) An armed response force capable of meeting the response time outlined in reference (a) when reports of intrusion occur, IDS alarms sound, and during power failures or disruption to the IDS after normal working hours until functionality of the IDS is restored. In the event IDS stops working, base Physical Security Office shall be notified and take appropriate action when necessary.

(d) Vehicle Safe-Haven outside of normal working hours (Monday-Friday 0700-1600, and noted by Marine Corps Installation East Holiday Liberty Periods), explosive laden vehicles arriving to the installation shall be placed in the safe haven until the next working day in accordance with reference (c). SES personnel shall notify Station Ordnance duty sections via the recall roster provided weekly to assess the Hazard Class of the explosive cargo to discuss security posture required. The only approved safe-haven for MCAS CHERPT is the Primary Loading Dock, see enclosure (1), building 4393 located within the Ordnance Area. When explosive laden vehicles do not have the ability to detach their trailer or leave the hazardous cargo within the Ordnance Area. The vehicle occupants must leave the vehicle in the safe-haven and PMO shall drop off all occupants at the Devil Dog Inn/Cherry Point Inn or another lodging within the immediate area as deemed necessary. During working hours ordnance personnel shall assist SES personnel with escorting and staging explosive vehicles for off-loading.

c. Logistics Directorate

(1) The Station Ordnance Officer is directly responsible for the accountability, upkeep, access control, and management of all Class V A&E stored within the Ordnance Area and duties that closely align with the installation SES Directorate. Station Ordnance is responsible for the following:

(a) Coordination of any amount of explosive material temporary or long term storage requirements from tenant and transient units. Coordination shall be completed by contacting the Ammunition Stocks and Records Section (ASRS) at supply.ord@usmc.mil for all requisitions, issues, deliveries, and receipts of A&E material. Requesting units shall contact ASRS at least 90 days in advance of arrival via the above email to answer any question and receive any documentation necessary to operate aboard the Air Station.

(b) Monitors A&E material allowances for MCAS CHERPT to support Class V(A) and (W) training requirements for tenant units.

(c) Safe Storage of A&E material aboard MCAS CHERPT and its outlying fields, under the cognizance of the Commander Marine Corps Systems Command (COMMARCORSYSCOM) Program Manager for Ammunition (PM-AMMO) as delegated by reference (b).

(d) Accountability of Installation High Security Locks for Installation Earth Covered and Above Ground Magazines, as well as mobile and permanent Ready Service Lockers located aboard MCAS CHERPT and outlying airfields.

(e) Monitors Commercial Delivery movements of explosive laden vehicles and coordinates with SES personnel for points of entry, storage and safe haven during inclement weather, periods of civil unrest, or when shipment arrivals are not during normal working hours. DoD has directed MCAS CHERPT via the "TRANSCOM Transportation Facility Guide" as a Safe-Haven for the region.

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(f) Shall periodically provide the Installation Dispatch Office with an updated recall roster for use when the Ordnance Area Intrusion Detection System activates or has a system outage occur, and an Ordnance Area Fire Symbol Map that depicts the current hazardous class of munitions stored within the compound.

5. Points of contact

- a. Station Ordnance Officer at (252) 466-5746.
- b. Ammunition Stocks and Records Section at (252) 466-2319/6725.
- c. PMO Desk Sergeant at (252) 466-5123.
- d. PMO Operations Officer at (252) 466-2750.
- e. Physical Security Office at (252) 466-2460/2461.
- f. Dispatch Office at (252) 466-2461.
- g. Explosive Safety Officer at (252) 466-3994.



M. R. HUBER

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